Training Process Checklist

Stages	Phases	Major Deliverables	Task(s)	✔
Development	**Plan**	Training Needs Assessment	Receive training request form	
			Conduct audience analysis	
		Training Plan	Identify learning objectives	
			Identify content scope	
			Determine delivery strategy	
			Identify stakeholders	
			Identify logistics strategy	
		Project Plan	Create workplan (tasks, deliverable schedule, check-in points)	
			Develop budget	
			Identify roles (role map)	
			Create task order	
		Project Management	Conduct kick-off meeting	
			Oversee project communication, tasks, and deliverables [+ sponsor sign-off]	
	Design	Instructional Design Plan	Create content outline	
			Conduct SME/customer review of content outline	
			Conduct instructional strategy session (create storyboards and activities)	
			Conduct stakeholder review of storyboards	
		Evaluation Strategy	Plan evaluation/measurement tools & methods (dry run, pilot, course, TOT)	
		Project Management	Conduct instructional strategy session	
			Update workplan	
			Review and update logistics checklist	
			Create communication plan	
			Oversee project communication, tasks, and deliverables [+ sponsor sign-off]	
	Build	Course Materials	Create detailed course content	
			Create instructor/facilitator materials (guide, slide presentation, etc.)	
			Create participant material (guide, artifacts, etc.)	
			* Create online training materials	
			Create media (video, graphics, audio, animation)	
			Build help/performance support processes (help desk, job aids, etc.)	
		Evaluation/Measurement	Develop evaluation/measurement tools & methods (for pilot/course)	
		Testing	Plan & conduct dry run	
			* Plan & conduct dev/system tests if online	
			Plan & conduct pilot tests	
		Training of Trainers (TOT)	Develop TOT course (structure, content, materials, logistics)	
			Create trainer toolkit	
			Create TOT evaluation	
		Training Logistics	Solicit and select trainers	
			Select sites and schedule trainers	
			Advertise training program	
			Package materials (printing & shipping)	
		Project Management	Create training maintenance plan	
			Oversee project communication, tasks, and deliverables [+ sponsor sign-off]	
Deployment	**Deliver**	Training of Trainers (TOT)	Conduct Training of Trainer (TOT) session(s)	
			Collect and submit TOT evaluations	
		Logistics Support	Provide logistics support	
			Conduct registration	
		Ongoing Training	Deliver training	
			Conduct trainer and trainee evaluations	
			Submit training evaluations to FSAU	
			Provide ongoing support	
		Project Management	Implement training maintenance plan	
			Oversee project communication, tasks, and deliverables	
	Assess	Evaluation & Analysis	Collect training evaluations (trainer and participant evaluations)	
			Analyze evaluation/measurement results	
			Summarize evaluation/measurement results	
			Submit final report: Make recommendations/create action plans	
		Celebration & Lessons Learned	Conduct lessons learned sessions with development team(s)	
			Conduct celebration session	
			Document lessons learned	
		Project Management	Oversee project communication, tasks, and deliverables	

Indicates step if training is online

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
DEVELOP				
	Plan It!			
		Audience Analysis		
			Identify stakeholders (key players & roles)	
			Conduct audience analysis	
			Assess current performances	
			Define "to be" performance requirements	
			Identify performance gaps	
			Identify strategy for addressing gaps	
		Curriculum Plan		
			Identify learning objectives	
			Identify content scope	
			Determine training delivery strategy	
			Determine instructional platform	
		Project Plan		
			Identify tasks, deliverables & roles	
			Develop budget	
			Create macro & micro timeline	
			Define check-in points	
		Task Order		
			Create task order	
				Review proposal
			Award task order	
		Project Management	Control project work throughout each phase	
	Design It!			
		Instructional Strategy/Storyboard		
			Create macro storyboard	
			Review and Adopt Training Material Standards	
			Create activity designs	identify activity type map objectives and content to activity identify artifacts/tools feedback strategy
		Content Outline		
			Gather detailed content	
		Delivery/Technical Architecture	Gather requirements	
			Confirm development & delivery requirements	
		Alpha Usability Test		
			Conduct Alpha usability test	
		Evaluation Instrument		
			Plan evaluation/ measurement tools & methods	
		Implementation Plan		
			Create implementation plan	
		Support Processes		
			Identify help/support processes required	
		Communication Plan		
			Create communication plan	
		Project Management		
			Kick-off meeting	
			Control project work throughout each phase	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
	Build It! Classroom			
		Instructor Materials		
			Create detailed course content	
			Create instructor material	
			Prepare train the trainer course structure, content, material and logistics	
		Participant Materials		
			Create detailed course content	
			Create participant material	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Training Logistics		
			Execute training logistics	
			Package materials (printing & shipping)	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
	Build It! Online			
		Course Materials		
			Create course content (varies by solution - CBT, Bus Sim)	
			Create Artifacts & Tools	
			Identify Examples	
			Develop Feedback	
			Coordinate Media Development: Graphics/Video	
			Create Training Database	
			Develop performance support materials	
		Testing		
			Plan & conduct Beta development tests	
				create Beta usability test plan/schedule users conduct Beta usability test revise materials based on results from Beta usability test
			Plan & conduct Pilot development tests	
				create Pilot test plan/schedule users conduct Pilot test revise materials based on results from Pilot test
			Plan & conduct Component, Assembly & System development tests	

Stages	Phases	Segments/Major Deliverables	Task(s)	Step(s)
				create Component, Assembly & System test plan/schedule users conduct Component, Assembly & System test revise materials based on results from Component, Assembly & System test
		Package Materials		
			Package materials (printing & shipping)	
		Support Processes		
			Build/help support processes	
		Evaluation/Measurement		
			Develop evaluation/ measurement tools & methods	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
DELIVER				
	Do It!	Train the Trainer (TOT)		
			Schedule trainers	
			Conduct train the trainer sessions	
		Logistics Support		
			Execute logistics support	
		Ongoing Training		
			Registration	
			Deliver training	
				conduct course evaluations
			Implement ongoing support	
			Implement training maintenance plan	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	
	Assess It!	Conduct Evaluation		
			Collect design effectiveness data	
			Collect delivery effectiveness data	
			Collect economical effectiveness data	
			Summarize evaluation/measurement results	
		Analysis		
			Analyze evaluation/measurement results	
			Create plan of action/make recommendations	
		Communication Plan		
			Conduct ongoing communication	
		Project Management		
			Control project work throughout each phase	